

WHINBURGH & WESTFIELD PARISH COUNCIL

Minutes of a Meeting of Whinburgh & Westfield Parish Council on Tuesday, 18 June 2018 at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Present Councillors: Tony Needham (Chairman), Nick Anema, Bob Brace, Siân Carrel, Mike Goodrick, Mark Hansell, Simon Whiteley.
Julian Gibson (Clerk)

- 1 Chairman's Declaration of Acceptance of Office.** Councillor Needham signed the declaration, which was **received**.
- 2 Apologies for absence.** None.
- 3 Declarations of interest.** None.
- 4 Dispensations.** None.
- 5 Public Participation Session.** County Councillor Ed Connolly said he had nothing to report. District Councillors Paul Claussen and Ian Martin had sent a written report, but Cllr. Martin updated this with regard to the statement about the five-year land supply which had been expected to be made at the Breckland Planning Committee on Monday 24 June. This, he said, had been delayed so that the figures could be checked again, as it was thought to be a very close thing. He said he had been approached regarding the New Barn Place planning application (agenda item 10.1) and would be making a site visit. He commented on the Dumpling Green application (item 10.2) saying that he had spoken to the Head of Planning Management expressing his concerns that this was being sent to Planning Committee with a recommendation for approval before the end of the current consultation, saying that he felt that this might expose Breckland Council to a Judicial Review.
- 6 Minutes.** The minutes of the meeting held on Tuesday, 14 May 2019 were **confirmed** and **signed**.
- 7 Matters arising.** None.
- 8 Correspondence.** The following correspondence was **received**.
 - 8.1 Scott's Little Soldiers: *Request for Parish Council Support*.
 - 8.2 Came & Company: *Whinburgh & Westfield Parish Council - Inspire - Insurance Renewal*.
 - 8.3 AXA: *Your policy schedule*.
 - 8.4 Came & Company: *Terms of Business*.
 - 8.5 Came & Company: *Certificate of Employers' Liability Insurance*.
 - 8.6 Came & Company: *Statement of Demand and Needs*.
 - 8.7 AXA: *Council Commercial Combined Policy Schedule*.
 - 8.8 AXA *Your statement of fact*.
 - 8.9 AXA: *Changes to your Council Combined Policy*.
 - 8.10 Environment Agency: *Consultation - Draft National Flood and Coastal Erosion Risk Management Strategy for England*.
 - 8.11 Breckland Council: *Breckland Local Plan and Policies Maps - The Town and Country Planning (Local Planning) (England) Regulations 2012 - Notification of re-consultation on all Main Modifications to the Breckland Local Plan - 30 May 2019 - 5 p.m. 12 July 2019*.
 - 8.13 Information Commissioner's Office: *Paying the data protection fee*.
 - 8.14 Breckland Council: *Introductory letter from Sam Chapman-Allen, new Leader of Breckland Council*.
 - 8.15 Barclays Bank Plc: *Your Business accounts - at a glance* - Balances as at 31 May 2019.
 - 8.16 Barclays Bank Plc: *Your Community Account statement* - 1-31 May 2019.

- 8.17 Barclays Bank Plc: *Your Active Saver Account statement* - 1-31 May 2019.
8.18 nPower Business: *Your new electricity contract*.
8.19 Norfolk County Council: *Temporary Traffic Order at Birds Corner, 2-3 July 2019*.

- 9 **Annual Governance and Accountability Return.** An email from PKF Littlejohn LLP, External Auditors, notifying that they have received and logged the notification of exempt status for the year ended 31 March 2019 was **received**. It was **noted** that as a result, unless they receive any correspondence from local electors during the period for the exercise for public rights, we will not hear from them again until the planning for the 2019/20 review gets underway.

10 **Planning.**

- 10.1 **3PL/2018/1052/F: New Barn Place, Dereham Road, Garvestone.** Second further consultation on Application for Construction of a ménage (retrospective - altered location and footprint from that approved under 3PL/2015/0948/F). Amended Application Form, Post-Consultation Report & Drawing titled: As Built Sections Ménage Rev A dated 05/2019. It was **resolved** that the Council maintained its strong objections, and added that it was only after it raised questions that details of how the ménage had been constructed were submitted. The Council noted that this was of a much lower standard than that included with the original approved application, and suggested that an independent report be obtained to ensure that this was actually accurate. It also pointed out that the guidance from Fields in Trust relating to BMX tracks recommended that they be constructed at least 30m from neighbouring properties, and given that horse riding elevates the rider to a similar height, it seems that this would apply to them also. In this case this is only 20m. In the event that the Officers were minded to approve the application it was **agreed** that District Cllr. Martin should be asked to try to ask for the application to be "called in" for the Planning Committee to determine, and then to speak to the Council's objections.

- 10.2 **3PL/2010/1361/F. Land east of Yaxham Road, south of Dumpling Green, Dereham.** Application for Erection of 255 dwellings with associated open space. Further consultation on Amended plans received 27th February 2019. Notice that this application was going to Breckland Planning Committee on 24 June, before the end of the latest consultation period, was **received**. It was **resolved** that the Council still objected strongly, and District Cllr Martin was asked to speak against the application for the Council. The Chairman will also ask to speak.

- 10.3 **3PL/2019/0015/O: Chapel Farm, Dereham Road, Whinburgh.** Residential Development (Five dwellings and garages). Planning Permission dated 3 June 2019 was **received**.

- 10.4 **3PL/2019/0261/F: Land on Dereham Road, Westfield.** The development of the specified site to form 3 detached bungalows. Refusal to grant Full Planning Permission dated 21 May 2019 was **received**.

- 11 **Annual Parish Meeting.** The contents of the draft Minutes of the Annual Parish Meeting held on Tuesday 14 May 2019, to be confirmed and signed at the next Parish Meeting, were **agreed**.

- 12 **Play equipment.** Councillor Brace presented a report on possible location for new play equipment. It was **agreed** that the existing old swings and climbing frame should be removed by two or three new pieces, positioned slightly further into the field so as to make the equipment more easily visible from the gateway, and that fencing will be necessary to protect children from the ditch into the old moat. Councillor Brace will select suitable pieces of kit from suppliers and prepare applications to obtain grants to cover the cost, referring back to the Clerk and Council when necessary.

- 13 Bank Signatories.** The necessary forms appointing Councillors Needham, Anema and Carrel as authorised signatories on the Council's accounts with Barclays Bank were **signed**, together with a letter confirming that the Clerk is to retain the same capabilities that he currently has, i.e. on-line access and the ability to effect transfers between accounts. Councillors Anema and Carrel are both known to Barclays, and so will return their completed Personal Details Forms to the Clerk to send off with the rest of the documents. Councillor Needham will take his completed Form into a branch of the Bank along with the required proof of identity documents.
- 14 Minute Books.** It was **noted** that the Clerk has deposited the Minute Books of Parish Council Meetings and Parish Meetings for 1 April 2017 to 31 March 2019 with Norfolk Record Office under Accession number ACC 2019/29, for safe keeping along with previous volumes.
- 15 Finance.**
- 15.1 Clerk's salary.** It was **resolved** that cheques numbered 100801 & 100802 totalling £1,056.84 (salary for 1 April 2019 to 30 June 2019: £921.64; payment for use of home as office: £13.00; Mileage Allowance Payment for 13 February 2019 to 11 June 2019: £122.20) to the Clerk and HM Revenue and Customs be signed. (*Local Government Act 1972 s. 112(2)*)
- 15.2 Clerk's reimbursement.** It was **resolved** that cheque number 100803 for £26.96 (Postage & telephones) to the Clerk be signed, as reimbursement for items paid on behalf of the Council for 13 February 2019 to 11 June 2019. (*Local Government Act 1972 s.111*)
- 15.3 Audit.** It was **resolved** that cheque number 100804 for £30.00 to Mrs Deborah Morgan be signed, as a honorarium for carrying out the Internal Audit for the financial year ended 31 March 2019. (*Local Government Act 1972 s. 111*)
- 15.4 Insurance.** It was **resolved** that cheque number 100805 for £722.19 to Came & Company be signed, in settlement of their invoice dated 29 May 2019, being the renewal of the Council's insurance for the year ending 31 May 2020, the second year of a three-year long-term agreement. (*Local Government Act 1972 s. 111 & 140(1)*)
- 15.5 Stationery.** It was **resolved** that cheque number 100806 for £141.26 (£117.72 + £23.54 VAT) to Viking be signed, in settlement of invoice no. 835289 for stationery supplied. (*Local Government Act 1972 s. 111*)
- 15.6 Pavilion.** It was **noted** that on or about 17 June 2019 Anglian Water will deduct £31.11 (£25.92 + £5.19 VAT) from the Council's account by Direct Debit, in settlement of their invoice no 5651846 for water supplied from 3 March to 2 June 2019. The Clerk said that this was based on an estimated reading, which was greater than he had read before the meeting. He would be advising the supplier so they could amend the account or correct this in the next bill.
- 15.7 Pavilion.** It was **noted** that on or about 1 July 2019 nPower will deduct £218.69 (£208.28 + £10.41 VAT) from the Council's account by Direct Debit, in settlement of their invoice for electricity supplied from 21 February to 8 June 2019. The Clerk said that this too was based on an estimated reading, greater than he had just read and would be adjusted in due course.
- 15.8 Credits.** Receipt of the following credits was **noted**:
- 15.8.1 8 May 2019: Yoga Club: £24.00 Pavilion Hire;
- 15.8.2 12 June 2019: Yoga Club: £24.00 Pavilion Hire.

15.9 Monthly Financial Report. The report for the month ending 31 May 2019 was received.

16 Matters for consideration at next meeting. Maintenance of Pavilion garden.

17 Next meeting. The next meeting of the Parish Council was **confirmed** as **Tuesday, 16 July 2019**, at 7.30 p.m. in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

18 Exclusion of the Public and Press. Under the *Public Bodies (Admission to Meetings) Act 1960, s.1(2)*, it was **resolved** to exclude the public and press for the discussion of the next item as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

19 Planning Enforcement Issues. Updates from the Breckland Planning Enforcement Manager on enforcement cases ENF/113/19/PAR, ENF/295/18/PAR and ENF/300/18/PAR were **received**. The Clerk reminded the meeting that Planning Enforcement investigations are subject to criminal investigative procedures, and consequently this information should not be placed in the public domain and should only be shared with elected members.

Confirmed:

Tony Needham, Chairman

16 July 2019

Possible Future Meeting dates:

Tuesday, 16 July 2019

Tuesday, 15 October 2019

Tuesday, 14 January 2020

Tuesday, 13 August 2019

Tuesday, 19 November 2019

Tuesday, 18 February 2020

Tuesday, 17 September 2019

Tuesday, 17 December 2019

Tuesday, 17 March 2020

Meetings will only be called if there is business to discuss which cannot wait until the following scheduled meeting date.